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NEW MEMBER ORIENTATION

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NEOGOV Onboarding Portal and MyHR
Benefits Enrollment

Monday, November 9, 2020
10 a.m.



Onboarding in NEOGOV

- You will have received an activation email from NEOGOV (example shown here)
- Click the Activation Link and establish your password
- Then sign into Onboard

From: <donotreply@neogov.com>
Date: Wed, Oct 7, 2020, 8:30 AM
Subject: For John Smith, Activate Your Neogov User Account
To: john.smith@mail.com

NEOGOV

The Florida Legislature

Office of Legislative Services, Human Resources

Dear John Smith,

Welcome to the Florida Legislature! Your new account is set up in our Onboarding module. Please visit the following link to set your password, then sign in and complete your checklist items. Your User Name is john.smith@mail.com

[Activation Link](#)

Thank you!
Florida Legislature



Onboard – Checklist Overview

- Once you are signed into Onboard, you will see our main Onboard portal with your checklist on the right side.
- Click on the first item in the checklist to begin the process.
- Complete each item in the checklist.

The screenshot displays the NEOGOV Onboard portal. The top navigation bar includes the NEOGOV logo, an "Onboard" button, a search bar, and user information for "Hire Export5". A left sidebar shows a user profile for "Hire Export5 ACCOUNTANT" and links to "My Dashboard", "Employee", and "Onboarding". The main content area features a "Welcome, Hire" banner with a photo of the Florida State Capitol. Below the banner is the "Onboarding Portal" section, which includes a "Welcome!" message and a "Checklist" table. The checklist shows three items, all marked as "Completed".

Checklist		Preview Checklist Timeline
Complete I-9	Completed	100%
Complete Personal Data Form	Completed	
Complete Emergency	Completed	



Onboard – Check List Items

- Standard I-9 Form
- I-9 Documentation Attachments
- Complete W-4
- Attach Social Security Card (if not included in I-9 Documentation Attachment)
- Complete Personal Data Form
- Complete Emergency Contact Form
- Complete Direct Deposit
 - Attach Signed Direct Deposit Form
 - Attach ID and Voided Check
- Complete Florida Retirement System Certification Form
- Complete Public Records Exemption Form
- Read Market Place Exchange Notice
- Read Notice for Electronic W-2
- Read and Sign Workers' Comp Acknowledgement Form
- Complete House Use of Property Form
- Complete and Print House Capitol Complex Form
- Complete Benefits Acknowledgement Form



Onboard – Completing a Form

- When you click on a task and a form opens, complete each field on the form.
- If the field is required and is not applicable to you, type n/a in that field.
- Tip – only use the calendar icon for the current date.
- Once you have completed the form and electronically signed, click the Save button.

Edit Standard I9 Form

Cancel Start Over Save



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name) ⓘ Export5	First Name (Given Name) ⓘ Hire	Middle Initial ⓘ B	Other Last Names Used (if any) ⓘ N/a	
Address (Street Number and Name) ⓘ 2016 E Forest Dr	Apt. Number ⓘ N/A	City or Town ⓘ Tallahesee	State ⓘ FL	ZIP Code ⓘ 32303
Date of Birth (mm/dd/yyyy) ⓘ	U.S. Social Security Number ⓘ	Employee's E-mail Address ⓘ	Employee's Telephone Number ⓘ	

FEEDBACK & HELP



Onboard – Uploading an Attachment

- When the task calls for an attachment, click the Browse File button to upload your document.
- Update the Date Attached by clicking in the calendar icon and clicking on the current date.
- Then click Save.

Add I-9 Documentation Attachment

Cancel Save

Accessibility Tools

Attach I-9 Supporting Documents

To view a list of acceptable documents, go to Pre-Hire Details. To access, click on Pre-Hire to the far left and then click on Complete I-9 under Tasks. The List of Acceptable Documents is on page 3.

*Fields are required.

Employee*

Hire Export5

Attach your supporting I-9 documents.

Please attach one document from List A or one document each from Lists B and C.

Attachment*

Browse File

default.jpg

Date Attached

10/07/2020





Onboard – Completing a Task

- If the item is a task, complete the task per the instructions on the page.
- Then click Save to change the status to Completed.

A screenshot of a web application window titled "Update Task". The window has a blue header bar with the title and two buttons, "Cancel" and "Save", on the right. The main content area is white and contains the following text:

Complete Direct Deposit Form (Do not complete if you have Direct Deposit through DFS, unless changes are required.)

NOTE: All legislative staff are required to participate in the Direct Deposit program. After completing this form, you must print and sign. To print form, go to Pre-Hire screen (click Pre-Hire on the main page to the left) scroll to Forms/Direct Deposit. Under Actions select View pdf (eye) or Download Form (downward arrow), once loaded click the printer icon to print.

*Fields are required.

Update status from Current to: *

Completed

Comment:

Below the comment label is a large, empty text area for entering a comment.



Benefits Enrollment in MyHR

- After you have completed your Onboard checklist items, your information will transfer into MyHR.
- HR Benefit staff will then set up your New Hire Benefits Enrollment.
- You will receive an email at your House email address when it is ready for you to make your elections.
- Once you have entered your dependents and made your benefits elections, your sign up will be complete.

Welcome New Hire!

You may now sign into [MyHR](#) and enroll in benefits. You have 60 days from your hire date to make your selections.

If you have any questions, please contact the Office of Legislative Services (OLS), Human Resources Office at 850.488.6803 or email us at OLS-BENEFITS@leg.state.fl.us.

Thank you,
OLS Human Resources

<https://myhr.leg.state.fl.us>



MyHR - Login

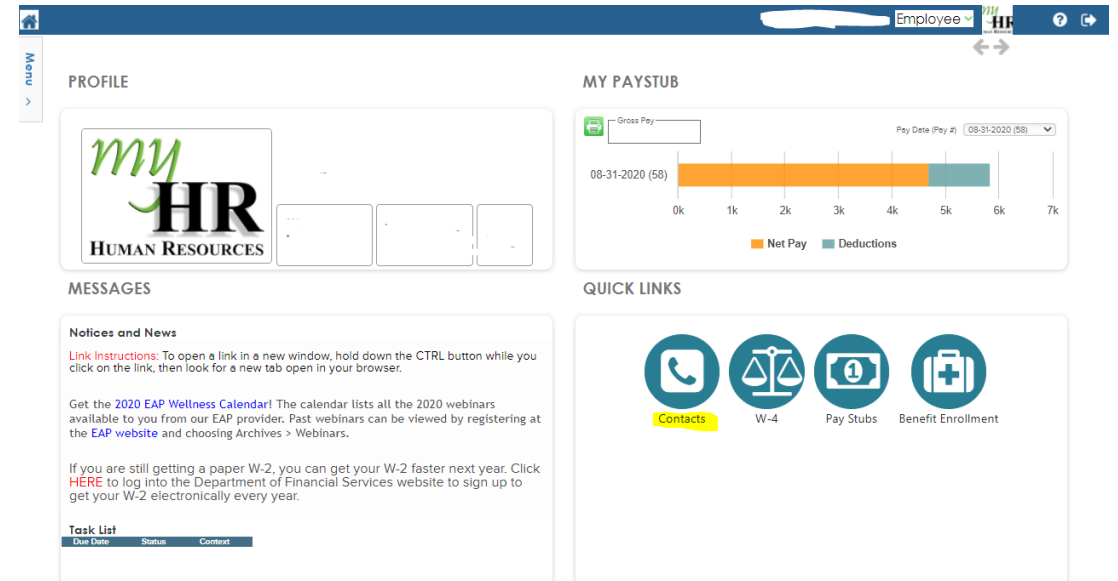
- Use the link in the email to sign into MyHR.
- On the Welcome to MyHR page, click on House.
- If you are in the House network, you will be taken to your dashboard.
- If you are on your personal device, you will be taken to a login page to sign in with your House email address and your House network password.





MyHR - Dependents / Beneficiaries

- MyHR Dashboard Quick Links panel
- **If you have dependents, click on Contacts to add your dependents before you do your Benefits Enrollment.**
- Your emergency contacts will transfer to MyHR from the form you completed in Onboard.





MyHR - Contacts

- For each dependent, click the green plus symbol and enter the details.
- We are required to collect the full name, SSN, relationship and birth date for each dependent.
- Be sure to check all the boxes that apply:
 - Emergency
 - Dependent
 - Beneficiary
 - Spouse

My Contacts

My Contacts

Highlight a name below to see the contact details.

Instructions:

- To add details, complete the fields below and click the Save icon.
- To add a new contact, click the plus (+) symbol and complete the fields below, then click the Save icon.

This screen does not add your dependent or beneficiary to your insurance. Go to the Benefits, Change my Beneficiaries menu to designate your beneficiary or the Life and Work Event menu to add or remove a dependent. Fields marked with an asterisk (*) are mandatory fields. Fields marked with a double asterisk (**) are mandatory for Dependents.

BELOW IS THE LIST OF YOUR CONTACTS

First Name	Middle	Last Name	Home Phone #	Contact Status	Beneficiary	Dependent	Emergency	Spouse
				Active	Yes	Yes	Yes	Yes
				Active	Yes	Yes	Yes	Yes
				Active	Yes	No	No	No
				Active	No	No	Yes	No

CURRENT ROLES FOR THIS

+ Contact Type
No data to display

CONTACT DETAILS

* First Name :
Middle Name :
* Last Name :
Suffix :
Contact Status : Active
Address 1 :
Address 2 :
City :
State, Country :
Zip Code :

**Relation : Spouse
**Gender : Male
**Birth Date :
Home Phone # :
Work Phone # :
Work Ext :
Cellular # :
E-mail :

CLICK ALL THAT APPLY.

Emergency : ☐
Dependent : ☐
Beneficiary : ☐
Spouse : ☐
Student : ☐
Student Until :
Disabled : ☐



MyHR - Benefit Enrollment

- After adding Dependents / Beneficiaries, if any, return to the Home page.
- Then click Benefit Enrollment in the Quick Links panel.

The screenshot shows the MyHR Human Resources portal. At the top, there's a navigation bar with a home icon, a menu icon, and a user profile dropdown labeled "Employee". Below this, the main content area is divided into several sections. On the left, there's a "PROFILE" section with the MyHR logo and some input fields. To the right of the profile is a "MY PAYSTUB" section featuring a horizontal bar chart for the pay period 08-31-2020 (58). The chart shows "Net Pay" in orange and "Deductions" in teal. Below the chart is a "QUICK LINKS" section with four circular icons: "Contacts", "W-4", "Pay Stubs", and "Benefit Enrollment" (which is highlighted with a yellow background). On the far left of the main content area, there's a "MESSAGES" section titled "Notices and News" containing several paragraphs of text and a "Task List" table with columns for "Due Date", "Status", and "Content".

myHR HUMAN RESOURCES

MY PAYSTUB

Gross Pay: [input field] Pay Date (Pay #): 08-31-2020 (58)

08-31-2020 (58)

0k 1k 2k 3k 4k 5k 6k 7k

Net Pay Deductions

MESSAGES

Notices and News

Link Instructions: To open a link in a new window, hold down the CTRL button while you click on the link, then look for a new tab open in your browser.

Get the [2020 EAP Wellness Calendar](#)! The calendar lists all the 2020 webinars available to you from our EAP provider. Past webinars can be viewed by registering at the [EAP website](#) and choosing Archives > Webinars.

If you are still getting a paper W-2, you can get your W-2 faster next year. Click [HERE](#) to log into the Department of Financial Services website to sign up to get your W-2 electronically every year.

Task List

Due Date	Status	Content
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QUICK LINKS

Contacts W-4 Pay Stubs **Benefit Enrollment**



MyHR - Benefit Enrollment

- On the Open Enrollment Elections screen, click on Enter Election Changes tab to make your elections.
- Basic information is provided as well as links to more information.
- You must choose either enroll or decline to validate your plans.
- If you have questions, contact HR Benefit staff and they can guide you.
- You have 60 days to decide.
- Basic Life and Long-Term Disability enrollment is automatic.

Benefit Elections

OPEN ENROLLMENT ELECTIONS

ELECTION STATUS

My Election Stage : Open Election Opened : 01-Oct-2020 Election Closed : 29-Nov-2020 Event Type : NEW HIRE

Enrollment Information Current Elections **Enter Election Changes** Upload Required Documents Review Costs and Submit Elections

REVIEW THE FOLLOWING PLAN OPTIONS AND CHOOSE YOUR ELECTIONS.

HEALTH

Enrollees may choose from the following types of health plans:

- Standard or Investor statewide PPO plan which is administered by Florida Blue; or
- Standard or Investor Health Maintenance (HMO) plan (if you live or work in the HMO's service area).

For more information about the PPO plan and the HMO plan(s) available in your area, please visit the MyBenefits website at: https://mybenefits.myflorida.com/health/health_insurance_plans.

Indicate your choice below and if you choose an HMO, select your choice of HMO from the Health HMO list by clicking on the spyglass.

NEW HIRES: If you decide on all your other benefits and cannot decide on your health plan, click decline coverage for now and contact OLS HR to provide you a new Health Election to complete within your 60 day enrollment period.



MyHR - Benefit Enrollment

- Once you have made all your elections, click the Validate Elections button on the bottom.
- If there are issues, those will be highlighted in red.
- Once all your elections are validated, a pop up message will tell you that you may move on.

Plan	Coverage	Pre Tax	Your Co
Vision Insurance - Hu...	Employee Only	<input checked="" type="checkbox"/>	
Vision Insurance - Hu...	Employee Plus Children	<input checked="" type="checkbox"/>	1
Vision Insurance - Hu...	Employee Plus Spouse	<input checked="" type="checkbox"/>	1
Vision Insurance - Hu...	Family	<input checked="" type="checkbox"/>	2
	Coverage Declined	<input type="checkbox"/>	
	Coverage To Be Decided	<input type="checkbox"/>	

VALIDATE YOUR ELECTION CHOICES TO ENSURE ALL OF THE REQUIREMENTS HAVE BEEN FULFILLED.

VALIDATE ELECTIONS



MyHR - Benefit Enrollment

- Dependents require documentation
- On the Upload Required Documents, upload copies of your official marriage certificate and the birth certificates for your children as applicable.

OPEN ENROLLMENT ELECTIONS
ELECTION STATUS

My Election Stage : Open Election Opened : 01-Oct-2020 Election Closed : 29-Nov-2020 Event Type : NEW HIRE

Enrollment Information Current Elections Enter Election Changes **Upload Required Documents** Review Costs and Submit Elections

THE ELECTIONS LISTED BELOW REQUIRE DOCUMENTATION.

Plan	Coverage	Required Documents
No data to display		

PLEASE UPLOAD THE DOCUMENTATION DESCRIBED ABOVE.

OE Document 1 :

OE Document 2 :

OE Document 3 :

OE Document 4 :

OE Document 5 :

OE Document 6 :



MyHR - Benefit Enrollment

- Review Costs and Submit Elections
- On the last tab, look over your elections.
- To make a change, go back to the Enter Benefit Changes tab, make your change and validate your elections again.
- When completed, click the green Submit My Elections button.
- Coverage will start December 1 if you enroll in November; otherwise, coverage will start January 1.

OPEN ENROLLMENT ELECTIONS

ELECTION STATUS

My Election Stage : Open Election Opened : 01-Oct-2020 Election Closed : 29-Nov-2020 Event Type : NEW HIRE

Enrollment Information Current Elections Enter Election Changes Upload Required Documents **Review Costs and Submit Elections**

BELOW IS A SUMMARY OF YOUR BENEFIT ELECTION COSTS.

Plan	Coverage	Election Required	Election Decision	Coverage Amount	Your Cost Pre Tax	Your Cost Post Tax	Employer Cost	Basis
HLTH_SALAR...	Family HMO Standard	■	Elected, No Change	.00	30.00	.00	1,689.32	Period
DENTAL_SAL	Family Dental - Ameri...	—	Elected, No Change	.00	.00	.00	101.44	Period
BASIC_LIFE-S...	Basic Life - Securian Life	—	Elected, No Change	.00	.00	.00	3.58	Period
OPTIONAL_L...	2 x Salary Coverage	—	Elected, No Change	140,280.00	.00	29.46	.00	Period
LTD	Long Term Disability - ...	—	Elected, No Change	.00	.00	.00	5.79	Period
VISION	Employee Only	—	Elected, No Change	.00	6.96	.00	.00	Period
Grand Total		—		.00	36.96	29.46	1,800.13	

SUMMARY OF BENEFIT RECIPIENTS.

Plan	Coverage
HLTH_SALARIED	Family HMO Standard
DENTAL_SAL	Family Dental - Ameritas
BASIC_LIFE-SAL	Basic Life - Securian Life
OPTIONAL_LIFE	2 x Salary Coverage
LTD	Long Term Disability - Standard
VISION	Employee Only

DECLINED PLANS

Plan	Description
SPOUSAL_LIFE	Spousal Life
CHILD_LIFE	Dependent Child Life

WHEN YOU HAVE COMPLETED ALL OF YOUR ELECTIONS, PLEASE SUBMIT YOUR CHANGES FOR PROCESSING

[Submit My Elections](#)

Questions?

Onboarding in NEOGOV

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Benefit Enrollment in MyHR

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